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ABSTRACT

Focusing on courses in typewriting, this guide is one of a set of four articulation guides designed for articulating between secondary and postsecondary business education courses. (The other three guides focus on courses in accounting, shorthand, and office procedures.) Each guide presents a general course description, outlines of the major units and individual learning modules, and student profile sheets for record keeping. The unit outlines contain the unit objectives and the titles and codes of each learning module included. The outline of each learning module contains the module objective and the competencies to be obtained. In this guide, the following units of study are covered: improving basic typewriting skills; personal/business applications; office production skills; letter production; table/business form/report production; and special applications. In addition, this guide presents uniform standards for scoring five-minute timed writings and for scoring production timings. (BM)

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Articulation in Business Education for Secondary and Postsecondary Levels

TYPEWRITING ARTICULATION GUIDE

This articulation guide was developed with exemplory project funds furnished by the Division of Vocational, Technical, and Adult Education of the Arkansas State Department of Education.

1977

Developed for the State Department of Education, Vocational Division

by

Ronnie J. Formby
Project Coordinator
Rich Mountain Vocational Technical School
Mena, Arkansas

Printed by Quapaw Vocational Technical School, Hot Springs, Arkansas.

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ARTICULATION - TYPING

Principal Investigators

Dr. Dean Clayton
Professor

Dr. Ralph Ruby, Jr.
Assistant Professor

University of Arkansas
Fayetteville, AR 72701

INTRODUCTION TO ARTICULATION

In 1976 the National Advisory Council on Vocational Education recommended that states give priority consideration to the identification of procedures which would promote articulation between levels of vocational instruction. The Council defined articulation as the planned process within the education system which facilitates the transition of students between the secondary and post-secondary levels of instruction and which allows the student to move with continuity and without hindrance through levels of the education process.

In the spring of 1976 a decision was made to develop an articulation guide in the area of Business Education. After a meeting of influential business educators, it was decided that the articulation designers would consist of a representative group of secondary and post-secondary instructors. After a preliminary workshop and planning sessions these instructors spent the next year writing this articulation manual.

In utilizing this manual, one must keep in mind that the significance of articulation is to benefit the student. Effective articulation is therefore successful communication to the student and to subsequent institutions an assessment of what the student has learned. If this has been carried out effectively then unnecessary duplication has been omitted and the student is allowed to proceed to new material.

Business educators should not regard this material as a new method of teaching or material that will replace the text. It should be regarded as a process for articulating between secondary and post-secondary education and if used with flexibility can be very effective.

FOREWARD

Recognition is due to those individuals who contributed their time and talents to the development and writing of the Articulation Guide for Typewriting.

Articulation Authors:

Dr. Dean Clayton, Articulation Consultant, Business Educator, Vocational Education Department, University of Arkansas, Fayetteville, Arkansas.

Mrs. Kathleen Beckworth, Business Education Instructor, McClellan High School, Little Rock, Arkansas.

Dr. Marian C. Crawford, Business Educator, University of Arkansas at Little Rock, Little Rock, Arkansas.

Mrs. Hazel Dickey, Business Educator, Arkansas State University - Beebe Branch, Beebe, Arkansas.

Mrs. Nadine Marcum, Supervisor, Little Rock Public School District, Little Rock, Arkansas.

Mrs. Doris Robey, Supervisor, Pulaski County School District, Little Rock, Arkansas.

Mrs. Phyllis Smith, Business Educator, University of Arkansas at Little Rock, Little Rock, Arkansas.

Recognition is also due to those persons who devoted their time and energy in developing and planning the Typewriting Articulation Guide.

Dr. Ralph Ruby, Business Educator, Vocational Education Department, University of Arkansas, Fayetteville, Arkansas.

Dr. Mary Louise Spencer, Director, Rich Mountain Vocational Technical School, Mena, Arkansas.

Mr. James Dasher, Supervisor, Exemplary Programs, State Department of Education, Little Rock, Arkansas.

Mr. Grady Knight, Coordinator, Program Planning Section, State Department of Education, Little Rock, Arkansas.

Mrs. Tommie Butler, Supervisor, Business Education, State Department of Education, Little Rock, Arkansas.

Miss Linda Beene, Area Supervisor, Business Education, State Department of Education, Little Rock, Arkansas.

Mrs. Helen Leigh, Area Supervisor, Business Education, State Department of Education, Little Rock, Arkansas.

The Articulation Authors would like to give special recognition to Mrs. Jo Welch by dedicating this publication to her.

TYPEWRITING

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COURSE DESCRIPTION*

Typewriting is the background course for students planning to pursue a business-oriented curriculum and is essential for those planning business employment. The touch system learned in typewriting is easily transferable to the word processing and data processing fields. It is also a value in itself and a highly desirable, if not essential and necessary, tool of written communication. All students should have the opportunity to elect it for at least one semester.

Grade levels at which typewriting courses are offered in public schools vary widely from elementary to junior high to the senior high school level. Problems arising from the transition from semester to semester of various students can be greatly alleviated by concentrated and coordinated planning. The importance of planned, systematic coordination is often overlooked when typewriting is offered at the junior high level, especially where separate campuses house the two levels. If emphasis is placed on good techniques at entry level, students should be able to progress through four semesters of credited, sequential typewriting as career plans develop. Typewriting at the junior high level is usually considered personal-use typewriting rather than vocational in nature. It may be either one or two semesters.

For vocational preparation, Typewriting I is a two-semester or one-year course designed to prepare students for a business career. The course emphasizes reasonable mastery of those typewriting skills and knowledge required in the typical positions open to typists, clerk typists, stenographers, secretaries, general office clerks, keypunch operators, and word-processing centers.

Since typewriting is a prerequisite for students specializing in stenography, office procedures, machine transcription, and some phases of data processing, it is usually necessary to schedule Typewriting I at the ninth or tenth grade level for students interested in a vocational business program.

Typewriting II is designed to prepare highly skilled typists for work in offices by developing high speed typewriting with appropriate accuracy. Production work and mailability are stressed, with actual business standards used to evaluate work.

*Source: Arkansas' Guide for Business Education, 1975, The Arkansas Department of Education, Division of Instruction and Vocational, Technical and Adult Education, Business Education Service Area, Little Rock, Arkansas, p. 46.

UNIFORM STANDARDS FOR SCORING 5-MINUTE TIMED WRITINGS

1. Line Spacing. Work must be double-spaced. Every line wrongly spaced is penalized one error in addition to all other errors in the same line.

2. Length of Line. Work must be typed on a 70-space line. Except at the end of a paragraph, any line having fewer than 61 or more than 76 characters and spaces is penalized one error in addition to all other errors in the same line.

3. Paragraphing. Paragraphs must be indented five spaces, and only five. An error in paragraphing is penalized in addition to all other errors in the same line.

4. Spaces and Punctuation Points. A space and a punctuation point are treated as parts of the preceding word; but if they are incorrectly made, inserted, omitted, or in any manner changed from the printed copy, an error must be charged unless the preceding word has already been penalized.

5. Spacing After Punctuation. If punctuation is followed by a quotation mark, the spacing follows the rule laid down for the punctuation point.

   After a period used to denote abbreviation, one space is required, unless the abbreviation ends a sentence. At the end of a sentence, the final mark of punctuation is followed by two spaces.

6. The Dash. A dash must be written with two hyphens, without spacing before or after. If a dash is necessary at the beginning of a line, there should be no space between it and the following word.

7. Faulty Shifting. If only parts of the proper character appear, an error is charged. If the complete character is discernible, no error is charged.

8. Lightly Struck Letters. If the outline of any character is discernible, there is no error.

9. Transposition. Letters transposed in any word constitute an error. Words transposed are penalized one error for the transposition; additional penalties are imposed for errors in the transposed words.

10. Crowding. No word shall occupy fewer than its proper number of spaces.

11. Piling. If any portion of the body of one character overlaps any portion of the body of another character, or extends into the space between words to the extent that it would overlap any portion of the body of a character were there a character in that space, an error must be charged.

12. Left-Hand Margin. Characters beginning all lines, except for the first lines of paragraphs, must be struck at the same point of the scale. If one is printed to the left or right of that point, an error must be charged.

13. Erasing. The use of an eraser is not allowed.

14. Errors in Printed Copy. Errors found in the printed copy may be corrected or written as they are in the copy, but in no case shall an error be charged against such words unless they are omitted.

15. Last Word. An error made in the last word written, whether the word is completed or not, must be charged.

16. One Error to a Word. But one error shall be penalized in any one word.

17. General Rule. Every word omitted, inserted, misspelled, or in any manner changed from the printed copy (save in the case of transposition) must be penalized. Work in which words are x'ed will not be accepted.

18. Gross Words a Minute. The score for gross words a minute is found through the use of the 5-minute, GWAM column at the right-hand side of the timed writing. The number in that column following the last complete line of type is added to any fraction of a line as shown on the scale at the bottom. In order for a fraction of a line to be counted, it must extend beyond the middle of a scoring block.

Source: Adapted from "Extracts from International Typewriting Contest Rules," found in the Teacher's Manual for Century 21 Typewriting, by Lessenberry and others, p. S-200.

UNIFORM STANDARDS FOR SCORING PRODUCTION TIMINGS

1. Letter Style. All letters must be typed in the block letter style with open punctuation.

2. Spacing. The letters must be attractively placed on the page and follow all spacing rules for the block letter style.

3. Length of Line. The line length must not exceed six inches--60 pica spaces or 72 elite spaces.

4. Paragraphing. Paragraphs must be blocked, single spaced, and have a double space between them.

5. Spaces and Punctuation Points. A space and a punctuation point are treated as parts of the preceding word; but if they are incorrectly made, inserted, omitted, or in any manner changed from the printed copy, an error must be charged unless the preceding word has already been penalized.

6. Spacing After Punctuation. If punctuation is followed by a quotation mark, the spacing follows the rule laid down for the punctuation point.

   After a period used to denote abbreviation, one space is required, unless the abbreviation ends a sentence. At the end of a sentence, the final mark of punctuation is followed by two spaces.

7. The Dash. A dash must be written with two hyphens, without spacing before or after. If a dash is necessary at the beginning of a line, there should be no space between it and the following word.

8. Words Wrongly Divided. A word wrongly divided at the end of a line must be penalized. A word hyphenated at the end of a line in the printed copy may or may not need the hyphen if it occurs medially in the student's work. For instance: Devilfish might be hyphenated at the end of a printed line, but if it appears medially, the student's rendering is not wrong if it conforms to any standard dictionary.

9. Faulty Shifting. If only parts of the proper character appear, an error is charged. If the complete character is discernible, no error is charged.

10. Lightly Struck Letters. If the outline of any character is discernible, there is no error.

11. Transposition. Letters transposed in any word constitute an error. Words transposed are penalized one error for the transposition; additional penalties are imposed for errors in the transposed words.

12. Crowding. No word shall occupy fewer than its proper number of spaces.

13. Piling. If any portion of the body of one character overlaps any portion of the body of another character, or extends into the space between words to the extent that it would overlap any portion of the body of a character were there a character in that space, an error must be charged.

14. Left-Hand Margin. Characters beginning all lines must be struck at the same point of the scale. If one is printed to the left or right of that point, an error must be charged.

15. Erasing. All errors must be corrected with a typewriting eraser. Erasable bond paper i not permitted, nor correction tape or liquid. Any error not neatly corrected will be counted as an error.

16. Errors in Printed Copy. Errors found in the printed copy may be corrected or written as they are in the copy, but in no case shall an error be charged against such words unless they are omitted.

17. One Error to a Word. Only one error shall be penalized in any one word.

18. Last Word. An error made in the last word written, whether the word is completed or not, must be charged. If time was called before the student had time to correct an error, an error still will be charged.

19. General Rule. Every word omitted, inserted, misspelled, or in any manner changed from the printed copy (save in the case of transposition) must be penalized. Work in which words are x'ed will not be accepted.

20. Net Production Rate a Minute (N-PRAM). The score for net production rate a minute is determined by finding the total number of words typed during the timing and deducting from that number the error penalty figure determined by multiplying any uncorrected or improperly corrected error by 15. The resultant number will then be divided by the number of minutes in the timing.

Source: Adapted from "Extracts from International Typewriting Contest Rules," found in the Teacher's Manual for Century 21 Typewriting, by Lessenberry and others, p. S-200.

STUDENT _____ SCHOOL _____

STUDENT PROFILE

(To be filled in by teacher and given to student.)

(1) 5-minute straight-copy average difficulty timings (teacher record periodically--at least twice a month):

Typewriting I:

Date																				
Gwam																				
Errors																				

Typewriting II or Equivalent:

Date																				
Gwam																				
Errors																				

Note: GWAM reflects the total number of words typed per minute without a deduction for errors. ERRORS reflect the total number of mistakes appearing in the typewritten copy.

(2) Business letter typewriting (without carbon) using modified block style, mixed punctuation (teacher record periodically--at least twice a month during production stage):

Typewriting I:

Date																				
PRAM																				
Uncorrected Errors																				

Typewriting II or Equivalent:

Date																				
PRAM																				
Uncorrected Errors																				

Note: PRAM for business letter typewriting reflects the total number of words typed during a timing with errors corrected. The resultant number is then divided by the number of minutes in the timing.

(Please continue on ba . of this page.)

(3) Student demonstrates acceptable knowledge/skills in (check mark indicates acceptable):

_____ Capitalization Rules

_____ Number Rules

_____ Punctuation Rules

_____ Manuscript Typewriting (Report Typewriting)

_____ Personal Letter Typewriting

_____ Business Letter Typewriting

_____ Proofreading

_____ Typewriting from Dictation

_____ Composition at Typewriter

_____ Rough Draft Typewriting

_____ Statistical Typewriting

_____ Purchase Order, Invoice, and Bill of Lading Typewriting

_____ Envelope Typewriting (Large and Small)

_____ Folding Letters (Large and Small)

_____ Postal Card Typewriting

_____ Index Card Typewriting

_____ Interoffice Memorandum Typewriting

_____ Tabulation (Tables)

_____ Stencil Typewriting

_____ Stencil Duplicator Operating

_____ Master Copy Typewriting

_____ Liquid Duplicator Operating

Others:

_____ _____

_____ _____

_____ _____

_____ _____

Verification

Date	Teacher Signature	Course

2.0 TYPEWRITING

2.01 UNIT: IMPROVING BASIC TYPEWRITING SKILLS

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate improved typewriting techniques, speed and control, and skill transfer in the typing of rough draft, script, and straight-copy material in acceptable form. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook with a minimum score of 85 percent.

MODULES:

2.01.01 Improving Typewriting Techniques

2.01.02 Improving Speed and Control

2.01.03 Improving Skill Transfer

2.01 UNIT: IMPROVING BASIC TYPEWRITING SKILLS

2.01.01 MODULE: Improving Typewriting Techniques

MODULE OBJECTIVE:

Upon completion of this module, the student will type problem sentences, apply number and capitalization rules, and type straight-copy paragraphs with a minimum of errors as specified by the teacher or recommended in the textbook publishers teacher's manual.

Given basic typewriting skills, practice material, number guides, and capitalization rules, the student will be able to demonstrate the following competencies.

COMPETENCIES:

2.01.01.01 Type a letter-response paragraph*

SPECIFIC OBJECTIVE:
Given a letter-response paragraph, the student will type for 1 minute at a minimum rate of 28 gwam.

2.01.01.02 Type a word-response paragraph**

SPECIFIC OBJECTIVE:
Given a word-response paragraph, the student will type for 1 minute at a minimum rate of 30 gwam.

2.01.01.03 Type a combination-response paragraph***

SPECIFIC OBJECTIVE:
Given a combination-response paragraph, the student will type for 1 minute at a minimum rate of 32 gwam.

2.01.01.04 Type sentences and apply number rules

SPECIFIC OBJECTIVE:
Given eight sentences with errors to be corrected, the student will type and make all needed corrections according to the number rules to the satisfaction of the teacher.

---

*Letter-response paragraph should be typed with the student thinking each letter of each word as the paragraph is typed.

**Word-response paragraph should be typed with the student thinking each word as the paragraph is typed.

***Combination-response paragraph should be typed with the student thinking in groups of words (two or more) as the paragraph is typed.

2.01.01.05 Type a straight-copy average difficulty paragraph

SPECIFIC OBJECTIVE:
Given a paragraph of average straight-copy difficulty, the student will type for 5 minutes at a minimum rate of 24 gwam with no more than 10 errors.

2.01.01.06 Type sentences and apply capitalization rules

SPECIFIC OBJECTIVE:
Given 14 sentences with errors to be corrected, the student will type and make all needed corrections according to capitalization rules.

2.01 UNIT: IMPROVING BASIC TYPEWRITING SKILLS

2.01.02 MODULE: Improving Speed and Control

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type problem sentences and apply punctuation rules; type letter-response, word-response, and combination-response sentences; and type straight-copy paragraphs with a minimum of errors as specified by the teacher or recommended in the teacher's manual.

Given basic typewriting skills, practice materials, and punctuation rules, the student will be able to demonstrate the following competencies.

COMPETENCIES:

2.01.02.01 Type a letter-response sentence*

SPECIFIC OBJECTIVE:
Given a letter-response sentence, the student will type for 1 minute at a minimum rate of 32 gwam.

2.01.02.02 Type a word-response sentence**

SPECIFIC OBJECTIVE:
Given a word-response sentence, the student will type for 1 minute at a minimum rate of 36 gwam.

2.01.02.03 Type a combination-response sentence***

SPECIFIC OBJECTIVE:
Given a combination-response sentence, the student will type for 1 minute at a minimum rate of 40 gwam.

2.01.02.04 Type sentences applying punctuation rules of the comma, exclamation mark, and question mark

SPECIFIC OBJECTIVE:
Given 10 sentences with errors to be corrected, the student will type these sentences making all needed corrections according to the punctuation rules applicable to the comma, exclamation mark, and the question mark.

---

*Letter-response sentence should be typed with the student thinking each letter of each word as the sentence is typed.

**Word-response sentence should be typed with the student thinking each word as the sentence is typed.

***Combination-response sentence should be typed with the student thinking in groups of words (two or more) as the sentence is typed.

2.01.02.05 Type sentences applying punctuation rules of the dash, colon, and hyphen

SPECIFIC OBJECTIVE:
Given 6 sentences with errors to be corrected, the student will type and make all needed corrections according to the punctuation rules applicable to the dash, colon, and hyphen.

2.01.02.06 Type sentences applying punctuation rules of the hyphen, parentheses, and underline

SPECIFIC OBJECTIVE:
Given 5 sentences with errors to be corrected, the student will type and make all needed corrections according to the punctuation rules applicable to the hyphen, parentheses, and underline.

2.01.02.07 Type straight-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given a paragraph of straight-copy average difficulty, the student will type for 5 minutes at a minimum rate of 28 gwam with no more than 10 errors.

2.01.02.08 Type sentences applying punctuation rules of quotation marks and semicolons

SPECIFIC OBJECTIVE:
Given 6 sentences with errors to be corrected, the student will type and make all needed corrections according to the punctuation rules applicable to quotation marks and semicolons.

2.01 UNIT: IMPROVING BASIC TYPING SKILLS

2.01.03 MODULE: Improving Skill Transfer

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type paragraphs from straight-copy material, statistical material, and script material; demonstrate good typing techniques; and type and properly punctuate sentences as specified by the teacher or recommended in the textbook publishers teacher's manual.

Given basic typewriting practice materials and punctuation rules, the student will be able to demonstrate the following competencies.

COMPETENCIES:

2.01.03.01 Type straight-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given a paragraph of average difficulty straight-copy material, the student will type for 5 minutes at 30 gwam with no more than 10 errors.

2.01.03.02 Type statistical-copy average difficulty material

SPECIFIC OBJECTIVE:
Given a paragraph containing statistical-copy material of average difficulty, the student will type for 5 minutes at a minimum of 20 gwam with no more than 10 errors.

2.01.03.03 Type rough-draft material

SPECIFIC OBJECTIVE:
Given a paragraph containing rough-draft material, the student will type for 5 minutes at a minimum rate of 20 gwam with no more than 10 errors.

2.01.03.04 Type sentences to demonstrate good typing techniques

SPECIFIC OBJECTIVE:
Given 6 sentences, the student will demonstrate stroking, continuity and rhythm, and carriage return techniques.

2.01.03.05 Type and punctuate sentences

SPECIFIC OBJECTIVE:
Given 6 sentences with errors to be corrected, the student will type and insert all necessary punctuation according to punctuation rules.

2.02 UNIT: PERSONAL/BUSINESS APPLICATIONS

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate the ability to type personal/business and business letters in modified block and block styles, tabulated material, and manuscripts/reports. The letters should be of average length on unarranged typewritten copy. The student will also type from straight-copy material, rough-draft copy, and statistical copy. The business letters must be acceptable based on standards in this manual which meet the requirements of the modern business office, as measured by a 30-minute production test either teacher- or publisher-made with a minimum score of 85 percent.

MODULES:

2.02.01 Personal/Business Letters

2.02.02 Business Letters

2.02.03 Tabulation

2.02.04 Manuscripts/Reports

2.02 UNIT: PERSONAL/BUSINESS APPLICATIONS

2.02.01 MODULE: Personal/Business Letters

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type letters in modified block style with mixed punctuation in an acceptable form. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials for the personal/business applications unit, the student will demonstrate the following competencies.

COMPETENCIES:

2.02.01.01 Type straight-copy paragraph average difficulty material

SPECIFIC OBJECTIVE:
Given straight-copy material of average difficulty, the student will type for 5 minutes at 34 gwam with no more than 10 errors.

2.02.01.02 Type rough-draft average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given rough-draft material of average difficulty, the student will type for 5 minutes at a minimum rate of 21 gwam with no more than 10 errors.

2.02.01.03 Type statistical-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given statistical-copy material of average difficulty, the student will type for 5 minutes at a minimum rate of 21 gwam with no more than 10 errors.

2.02.01.04 Type a rough-draft letter, proofread, and retype from rough draft

SPECIFIC OBJECTIVE:
Given a modified block style letter of average length with indented paragraphs and mixed punctuation, in arranged form, the student will type a rough draft of the letter; proofread, using standard proofreader's marks; and retype from rough draft with all errors corrected, within a 30-minute time period.

2.02.01.05 Type a letter in correct form from dictation

SPECIFIC OBJECTIVE:
Given a modified block style letter of average length with indented paragraphs and mixed punctuation, the student will type the letter from the teacher's dictation within a time limit specified by the teacher.

2.02.01.06 Type a modified block style letter with indented paragraphs and mixed punctuation (unarranged form)

SPECIFIC OBJECTIVE:
Given a modified block style letter of average length with indented paragraphs and mixed punctuation in unarranged form and a letter placement table, the student will type the letter at a minimum rate of 18 gwam with no more than 15 errors.

2.02 UNIT: PERSONAL/BUSINESS APPLICATIONS

2.02.02 MODULE: Business Letters

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type letters in the block style with open punctuation in an acceptable form, and correctly center selected material on a page. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials for the personal/business applications unit, the student will demonstrate the following competencies.

COMPETENCIES:

2.02.02.01 Type straight-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given straight-copy material of average difficulty, the student will type for 5 minutes at a minimum of 38 gwam with no more than 10 errors.

2.02.02.02 Type a rough-draft letter, proofread, and retype from rough-draft copy (arranged copy)

SPECIFIC OBJECTIVE:
Given a block style letter of average length with open punctuation in properly arranged form, the student will type a rough draft of the letter; proofread, using standard proofreader's marks; and retype from rough draft, with all errors corrected, within a 30-minute time period.

2.02.02.03 Type a rough-draft letter, proofread, and retype from rough draft (unarranged copy, longhand corrections)

SPECIFIC OBJECTIVE:
Given a block style letter of average length with open punctuation in unarranged form, the student will type a rough draft of the letter; proofread, using standard proofreader's marks; make longhand corrections; and retype from rough draft with all errors corrected, within a 30-minute time period.

2.02.02.04 Type material in theme form

SPECIFIC OBJECTIVE:
Given unarranged material, the student will type in theme form on a full sheet with all errors corrected within a 15-minute time period.

2.02.02.05 Type material centered on half sheet

SPECIFIC OBJECTIVE:
Given a short poem, or other appropriate material, the student will center both vertically and horizontally on a half sheet, long side to the left, with all errors corrected, within a 7-minute time period.

2.02 UNIT: PERSONAL/BUSINESS APPLICATIONS

2.02.03 MODULE: Tabulation

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type tabulated material with varying numbers of columns and with columnar headings in an acceptable form. Student's knowledge and skill will be based on a teacher-made test or test prepared by the publisher of the textbook.

Given appropriate materials for the personal/business applications unit, the student will demonstrate the following competencies.

COMPETENCIES:

2.02.03.01 Type straight-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type for 5 minutes at a minimum rate of 40 gwam with no more than 10 errors.

2.02.03.02 Type a summary of tabulation rules in manuscript form

SPECIFIC OBJECTIVE:
Given a summary of tabulation rules, the student will type in acceptable manuscript form with all errors corrected within a 30-minute time period.

2.02.03.03 Compose short sentences in answer to tabulation questions at the typewriter

SPECIFIC OBJECTIVE:
Given 6 questions relating to tabulation, the student will compose answers at the typewriter in complete sentence form, proofread, and retype, correcting all errors, within a 15-minute time period.

2.02.03.04 Type 3-column and 4-column tables with heading, centered vertically and horizontally

SPECIFIC OBJECTIVE:
Given 2 tables with primary headings--one containing 3 columns and one containing 4 columns--the student will center each table vertically on both half and full sheets, varying spaces between columns, and correcting all errors within a 30-minute time period.

2.02.03.05 Type a 3-column table with primary and columnar headings

SPECIFIC OBJECTIVES:
Given a 3-column table with primary and columnar headings, the student will type the table, centered vertically and horizontally, with all errors corrected, within a 30-minute time period.

2.02.03.06 Type a 3-column table with primary, secondary, and columnar headings; double underline; and footnote

SPECIFIC OBJECTIVE:
Given a 3-column table with primary, secondary, and columnar headings; double underline; and footnote; the student will type the table centered vertically on both full and half sheets, varying spaces between columns and with all errors corrected, within a 30-minute time period.

2.02.03.07 Type a 2-column table with primary, secondary, and columnar headings; leaders; indentions; and footnote

SPECIFIC OBJECTIVE:
Given a 2-column table with primary, secondary, and columnar headings; leaders; indentions; and footnote; the student will type the table on a full sheet in reading position, leaving 20 spaces between columns, with all errors corrected, within a 30-minute time period.

2.02.03.08 Type a 5-column and a 7-column boxed table with primary, secondary, and columnar headings

SPECIFIC OBJECTIVE:
Given a 5-column and a 7-column boxed table with primary, secondary, and columnar headings, the student will type each table on a full sheet in reading position, varying the spaces between columns, with all errors corrected, within a 30-minute time period.

2.02.03.09 Type tabulated material on an acceptable production level

SPECIFIC OBJECTIVE:
Given tabulation problems containing different numbers of columns and with primary, secondary, and columnar headings, the student will type the problems in acceptable form with all errors corrected at a minimum rate of 10 n-pram within a 30-minute time period.

2.02 UNIT: PERSONAL/BUSINESS APPLICATIONS

2.02.04 MODULE: Manuscripts/Reports

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type manuscripts or reports with and without footnotes, bound and unbound. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials for the personal/business applications unit, the student will demonstrate the following competencies.

COMPETENCIES:

2.02.04.01 Type straight-copy average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given straight-copy material of average difficulty, the student will type for 5 minutes at 42 gwam with no more than 10 errors.

2.02.04.02 Type statistical rough-draft average difficulty paragraph material

SPECIFIC OBJECTIVE:
Given statistical rough-draft paragraph average difficulty material, the student will type for 5 minutes at a minimum rate of 23 gwam with no more than 10 errors.

2.02.04.03 Type an unbound one-page manuscript without footnotes

SPECIFIC OBJECTIVE:
Given an unbound one-page manuscript without footnotes, the student will type in acceptable manuscript form, all errors corrected, within a 30-minute time period.

2.02.04.04 Type an unbound one-page manuscript from rough draft

SPECIFIC OBJECTIVE:
Given a rough-draft copy of an unbound one-page manuscript, the student will type in acceptable manuscript form, all errors corrected, within a 30-minute time period.

2.02.04.05 Type a one-page, leftbound manuscript with footnotes

SPECIFIC OBJECTIVE:
Given a one-page, leftbound manuscript with footnotes, the student will type in acceptable manuscript form, all errors corrected, within a 30-minute time period.

2.02.04.06 Type a leftbound manuscript of more than one page with footnotes and bibliography

SPECIFIC OBJECTIVE:
Given a leftbound manuscript of more than one page with footnotes and bibliography, the student will type in acceptable manuscript form, all errors corrected, within a 15-minute time period.

2.03 UNIT: OFFICE PRODUCTION SKILLS

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate typewriting ability with straight-copy paragraph material and office production work from unarranged copy including letters, reports, tables, and the related basic items. The office production skills must be acceptable based on standards in this manual which meet the requirements of the modern business office as measured by a 30-minute production test.

MODULES:

2.03.01 Special Office Application

2.03.02 Letters/Reports/Tables

2.03 UNIT: OFFICE PRODUCTION SKILLS

2.03.01 MODULE: Special Office Application

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to: type straight-copy and statistical rough-draft paragraph material, an invoice, a postal card, index cards, an interoffice memorandum, a voucher check, a two-page letter with special business variations; address large and small envelopes; demonstrate the ability to align, center, and type on a line, justify the right margin, squeeze letters, proofread, and correct a variety of errors in paragraph material as it is being typed. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials to demonstrate skill application, the student will complete the following competencies.

COMPETENCIES:

2.03.01.01 Type average difficulty straight-copy paragraph material

SPECIFIC OBJECTIVE:
Given average difficulty straight-copy paragraph material to type, the student will be able to type for 5 minutes at a rate of 40 gwam with not more than 8 errors.

2.03.01.02 Type average difficulty statistical rough-draft paragraph material

SPECIFIC OBJECTIVE:
Given average difficulty statistical rough-draft paragraph material to type, the student will be able to type for 5 minutes at a minimum rate of 25 gwam with not more than 8 errors.

2.03.01.03 Type an invoice

SPECIFIC OBJECTIVE:

Given an invoice to type, the student will be able to type it with all errors corrected within a minimum time of 10 minutes.

2.03.01.04 Type envelope addresses

SPECIFIC OBJECTIVE:
Given small size envelopes, the student will type for 3 minutes at a minimum rate of 20 gwam (or a minimum of 2 addressed envelopes per minute, whichever is the greater).

2.03.01.05 Type and correct paragraph copy

SPECIFIC OBJECTIVE:
Given 2 paragraphs containing many errors, the student will be able to type and correct misspelled words, errors in word division, capitalization, punctuation, and number usage.

2.03.01.06 Squeeze letters when typing

SPECIFIC OBJECTIVE:
Given sentences in which letters have been omitted, the student will be able to correct the errors by erasing and squeezing the letters.

2.03.01.07 Centering, aligning, and fill-ins

SPECIFIC OBJECTIVE:
Given a problem to center both vertically and horizontally, the student will be able to type it, remove it from the typewriter, insert it back into the typewriter, align it correctly, and fill in some of the blanks.

2.03.01.08 Type postal cards

SPECIFIC OBJECTIVE:
Given blank postal cards and messages, the student will be able to type and address them in correct form with errors corrected.

2.03.01.09 Type index cards

SPECIFIC OBJECTIVE:
Given a list of company names, the student will type an index card for each name as illustrated in an example and place the cards in alphabetical order when finished. The cards must be typed in correct form with all errors corrected.

2.03.01.10 Type large envelopes

SPECIFIC OBJECTIVE:
Given 12 large envelopes, the student will type them in 6 minutes.

2.03.01.11 Type an interoffice memorandum

SPECIFIC OBJECTIVE:
Given an interoffice memorandum, the student will be able to type it correctly.

2.03.01.12 Type voucher check

SPECIFIC OBJECTIVE:
Given a blank voucher check, the student will be able to type it.

2.03.01.13 Justify the right margin

SPECIFIC OBJECTIVE:
Given a paragraph to type and justify the right margin, the student will be able to type the work copy, check where extra spaces of squeezing are needed, and retype the paragraph justifying the right margin.

2.03.01.14 Type a two-page letter using special business letter variations

SPECIFIC OBJECTIVE:

Given a two-page letter to type, the student will be able to type it in correct form using special business letter variations within a time limit set by the teacher. The student will type a correct heading on the second page and will correct all errors.

2.03 UNIT: OFFICE PRODUCTION SKILLS

2.03.02 MODULE: Letters/Reports/Tables

MODULE OBJECTIVES:

Upon completion of this module, the student will be able to type straight-copy and statistical rough-draft paragraph material; type form letters making the proper insertions; type a variety of tabulation problems; type letters to review the different business styles and punctuation; type a 3-page letter with title line, tabulation, enumerated items, company name, and copy notation; and type an itinerary. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice material to demonstrate skill application, the student will obtain the following competencies.

COMPETENCIES:

2.03.02.01 Type average difficulty straight-copy paragraph material

SPECIFIC OBJECTIVE:
Given average difficulty straight-copy paragraph material to type, the student will be able to type for 5 minutes at a rate of 42 gwam with not more than 8 errors.

2.03.02.02 Type average difficulty statistical rough-draft paragraph material

SPECIFIC OBJECTIVE:
Given average difficulty statistical rough-draft paragraph material to type, the student will be able to type for 5 minutes at a minimum rate of 26 gwam with not more than 8 errors.

2.03.02.03 Type business letters reviewing the different styles and punctuation

SPECIFIC OBJECTIVE:
Given unarranged business letter copy, the student will type a 30-minute letter production writing making one carbon copy.

2.03.02.04 Type a variety of tabulation problems

SPECIFIC OBJECTIVE:
Given unarranged copy for tabulation problems which includes one boxed tabulation problem, the student will be able to type for 30 minutes these problems in correct form with all errors corrected.

2.03.02.05 Type a 3-page letter with title line, tabulation, enumerated items, company name, and copy notation

SPECIFIC OBJECTIVE:
Given unarranged copy for a 3-page letter with title line, tabulation, enumerated items, company name, and copy notation, the student will be able to type the letter within 30 minutes in correct form with all errors corrected.

2.03.02.06 Type an itinerary

SPECIFIC OBJECTIVE:
Given an unarranged itinerary with an example of a correct form, the student will type it in 25 minutes with all errors corrected.

2.04 UNIT: LETTER PRODUCTION

UNIT OBJECTIVE:

Upon completion of this unit of instruction, the student will demonstrate the ability to type from unarranged copy a variety of business letters arranged in the three basic letter styles and a variety of business letters containing special features. The student will also demonstrate straight-copy paragraph typewriting ability. The business letters must be acceptable based on standards in this manual (N-PRAM) which meet the requirements of the modern business office as measured by a 30-minute production test.

MODULES:

2.04.01 Business Letters

2.04.02 Business Letters With Special Features

2.04 UNIT: LETTER PRODUCTION

2.04.01 MODULE: Business Letters

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the ability to type from unarranged copy, business letters arranged in the three basic letter styles (block, modified block, and modified block with indented paragraphs), and will be able to assemble a carbon pack and erase errors on carbon copies. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials for the business letter unit, the student will demonstrate the following competencies.

COMPETENCIES:

2.04.01.01 **Type average difficulty straight-copy paragraph material**

SPECIFIC OBJECTIVE:
Given average difficulty straight-copy paragraph material to type, the student will be able to type for 5 minutes at a rate of 45 gwam with not more than 5 errors.

2.04.01.02 **Type a block style letter with open punctuation**

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least two letters of average length with one carbon copy of each in correct block style with open punctuation with all errors corrected in a time limit of 30 minutes.

2.04.01.03 **Type a modified block style letter with mixed punctuation**

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least two letters of average length with one carbon copy of each in correct modified block style with mixed punctuation with all errors corrected in a time limit of 30 minutes.

2.04.01.04 Type a modified block style letter with indented paragraphs and mixed punctuation

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least two letters of average length with one carbon copy of each in correct modified block style with indented paragraphs and mixed punctuation with all errors corrected in a time limit of 30 minutes.

2.04.01.05 Assemble a carbon pack and erase errors on carbon copies

SPECIFIC OBJECTIVE:
Given three sheets of standard size paper, two sheets of standard size carbon, a 5" x 3" card, and a typewriter eraser, the student will assemble the carbon pack accurately and will make corrections on the copies and on the original with 100 percent accuracy in a time limit set by the instructor.

2.04 UNIT: LETTER PRODUCTION

2.04.02 MODULE: Business Letters With Special Features

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the ability to type from unarranged copy material a variety of business letters (AMS simplified, inverted paragraph, and letter with side headings) containing special features in correct form with all errors corrected. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given appropriate practice materials for the business letters with special features, the student will demonstrate the following competencies.

COMPETENCIES:

2.04.02.01 Type average difficulty straight-copy paragraph material

SPECIFIC OBJECTIVE:
Given average difficulty straight-copy paragraph material to type, the student will be able to type for 5 minutes at a rate of 50 gwam with not more than 5 errors.

2.04.02.02 Type an AMS simplified style letter

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least two letters of average length with a carbon copy of each in correct AMS simplified style with all errors corrected in a time limit of 30 minutes.

2.04.02.03 Type an inverted paragraph style letter

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least two letters of average length with one carbon copy of each in correct inverted paragraph style with all errors corrected in a time limit of 30 minutes.

2.04.02.04 Type a letter with side headings

SPECIFIC OBJECTIVE:
Given unarranged copy material, the student will type at least one letter of average length with one carbon copy in correct side heading style with all errors corrected in a time limit of 30 minutes.

2.04.02.05 Type a letter in any correct style using the following notations: enclosure, carbon copy to two people, and postscript

SPECIFIC OBJECTIVE:
Given unarranged copy with a postscript, enclosure notation, and cc notation to two people, the student will type a letter in any of the correct styles with the notations in the proper place with all errors corrected and in a time limit set by the instructor.

2.05 UNIT: TABLE/BUSINESS FORM/REPORT PRODUCTION

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate the knowledge and skill to set up and type a series of statistical tables, including main and secondary headings, columnar headings, horizontal rulings, leaders, footnotes and source notes, selected business forms, business reports, stencils, and masters commonly used in business offices within the time limit specified by the instructor in an acceptable form with all errors corrected. Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook with a score of at least 85 percent.

MODULES:

2.05.01 Arranging/Typing Tables

2.05.02 Selected Business Forms

2.05.03 Business Reports

2.05.04 Reproduction Typing

2.05 UNIT: TABLE/BUSINESS FORM/REPORT PRODUCTION

2.05.01 MODULE: Arranging/Typing Tables

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the ability and skill to type a series of statistical tables (including main and secondary headings, horizontal rulings, leaders, footnotes, and source notes). Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.05.01.01 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a rate of 52 gwam with no more than 5 errors.

2.05.01.02 Type table with columnar headings

SPECIFIC OBJECTIVE:
Given a 7-line, 4-column tabulation, containing a main heading, subheading, and columnar headings, the student will type the table centered vertically and horizontally within 15 minutes with all errors corrected at a net production rate of at least 12 words a minute.

2.05.01.03 Type boxed table with columnar headings

SPECIFIC OBJECTIVE:
Given a 10-line, 4-column tabulation, containing a main heading and columnar headings, the student will type the boxed table centered vertically and horizontally within 15 minutes with all errors corrected at a net production rate of at least 12 words a minute.

2.05.01.04 Type table with grouped data and notes

SPECIFIC OBJECTIVE:
Given a 12-line, 4-column tabulation, containing a main heading, subheading, ruled lines, columnar headings, and notes, the student will type the table centered vertically and horizontally within 15 minutes with all errors corrected at a net production rate of at least 12 words a minute.

2.05.01.05 Type table with grouped data and leaders

SPECIFIC OBJECTIVE:
Given a 12-line, 3-column tabulation, containing a main heading, subheading, ruled lines, columnar headings, and leaders, the student will type the table centered vertically and horizontally within 15 minutes with all errors corrected at a net production rate of at least 12 words a minute.

2.05 UNIT: TABLE/BUSINESS FORM/REPORT PRODUCTION

2.05.02 MODULE: Selected Business Forms

MODULE OBJECTIVE:

Upon completion of the module, the student will demonstrate the ability to type a series of commonly used business forms (a purchase order, a bill of lading, and an invoice). Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.05.02.01 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a minimum rate of 54 gwam with no more than 5 errors.

2.05.02.02 Type purchase order

SPECIFIC OBJECTIVE:
Given purchase order material, the student will type the purchase order, demonstrating attractive arrangement, within 10 minutes with all errors corrected at a net production rate of at least 14 words a minute.

2.05.02.03 Type bill of lading

SPECIFIC OBJECTIVE:
Given bill of lading material, the student will type the bill of lading, demonstrating attractive arrangement, within 10 minutes with all errors corrected at a net production rate of at least 14 words a minute.

2.05.02.04 Type invoice

SPECIFIC OBJECTIVE:
Given invoice material, the student will type the invoice, demonstrating attractive arrangement, within 10 minutes with all errors corrected at a net production rate of at least 14 words a minute.

2.05 UNIT: TABLE/BUSINESS FORM/REPORT PRODUCTION

2.05.03 MODULE: Business Reports

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the ability and skill to type a series of commonly used reports (table of contents, two-page report manuscript, and 3-column statement of financial condition). Student's knowledge and skill will be based on a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.05.03.01 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a minimum rate of 56 gwam with no more than 5 errors.

2.05.03.02 Type outline

SPECIFIC OBJECTIVE:
Given outline material, the student will type a rough-draft outline on reports within 15 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.03 Type unbound report

SPECIFIC OBJECTIVE:
Given unbound report material, the student will type an unbound report with side headings within 20 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.04 Type top-bound report

SPECIFIC OBJECTIVE:
Given top-bound report material, the student will type a top-bound report with side headings within 20 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.05 Type title page

SPECIFIC OBJECTIVE:
Given title page material, the student will type a title page within 5 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.06 Type table of contents

SPECIFIC OBJECTIVE:
Given table of contents material, the student will type a table of contents within 10 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.07 Type statement of earnings

SPECIFIC OBJECTIVE:
Given statement of earnings material, the student will type statement of earnings within 20 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05.03.08 Type income statement

SPECIFIC OBJECTIVE:
Given income statement material, the student will type an income statement within 20 minutes with all errors corrected at a net production rate of at least 16 words a minute.

2.05 UNIT: TABLE/BUSINESS FORM/REPORT PRODUCTION

MODULE: Reproduction Typing

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the ability and skill to type unbound manuscripts, left-bound manuscripts, top-bound manuscripts, itineraries, and form letters on stencils and masters and to run material typed on the mimeograph, duplicator, and photocopier machines. Student's knowledge and skill will be based on teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.05.04.01 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a minimum rate of 58 gwam with no more than 5 errors.

2.05.04.02 Type statistical paragraph copy or material

SPECIFIC OBJECTIVE:
Given statistical paragraph material, the student will type the material for 5 minutes with the range of 75-85 percent transfer of the rate on straight copy of the same vocabulary difficulty.

2.05.04.03 Type unbound manuscript on stencil and run copies on mimeograph machine

SPECIFIC OBJECTIVE:
Given a stencil and correction fluid and manuscript material, the student will type an unbound manuscript on the stencil within 20 minutes with all errors corrected. Student will run 10 copies on the mimeograph machine. The copy will show proper stroking and correction techniques.

2.05.04.04 Type form letter on stencil and run copies on mimeograph machine

SPECIFIC OBJECTIVE:
Given a stencil and correction fluid and form-letter material, the student will type a form letter in block style of average length with open punctuation on the stencil within 20 minutes with all errors corrected. Students will run 10 copies on the mimeograph machine. The copy will show proper stroking and correction techniques.

2.05.04.05 Type fill-ins on form letters

SPECIFIC OBJECTIVE:
Given a list of necessary information, the student will type on form letters that have been run on mimeograph machine name and address, salutation, bill date, and account balance within 15 minutes with all errors corrected.

2.05.04.06 Type left-bound manuscript on spirit master and run copies on duplicating machine

SPECIFIC OBJECTIVE:
Given a spirit master, correction supplies, and necessary manuscript material, the student will type a left-bound manuscript on the master within 20 minutes with all errors corrected. Student will run 10 copies on the duplicating machine. Copy will show proper stroking and correction techniques.

2.05.04.07 Type itinerary on spirit master and run copies on duplicating machine

SPECIFIC OBJECTIVE:
Given a spirit master, correction supplies, and necessary itinerary material, the student will type an itinerary on the master within 20 minutes with all errors corrected. Student will run 10 copies on the duplicating machine. Copy will show proper stroking and correction techniques.

2.05.04.08 Type top-bound manuscript and run copies on photocopier

SPECIFIC OBJECTIVE:
Given top-bound manuscript material, the student will type a top-bound manuscript within 15 minutes with all errors corrected. Student will reproduce 3 copies on a photocopier.

2.05.04.09 Type agenda and run copies on photocopier

SPECIFIC OBJECTIVE:
Given agenda material, the student will type an agenda within 15 minutes with all errors corrected. Student will reproduce 3 copies on a photocopier.

2.06 UNIT: SPECIAL APPLICATIONS

UNIT OBJECTIVE:

Upon completion of this unit, the student will be able to type inter-office correspondence (memos), message-reply memos, telegrams, confirmation letters, letters and tables on half-size, executive-size and government-size stationery, and reports, memos, and letters containing tables. The material typed must be acceptable based on standards in this manual which meet the requirements of the modern business office as measured by a 30-minute production test.

MODULES:

2.06.01 Special Business Communications

2.06.02 Letters and Tables on Special-Size Stationery

2.06.03 Reports, Memos, and Letters With Tables

2.06 UNIT: SPECIAL APPLICATIONS

2.06.01 MODULE: Special Business Communications

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type interoffice correspondence (memos), message-reply memos, telegrams, and confirmation letters. Student's knowledge and skill will be evaluated on the basis of a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.06.01.01 Type interoffice correspondence (memo)

SPECIFIC OBJECTIVE:
Given a memo form or half-size sheet of paper, an onionskin or second sheet of paper, and a sheet of carbon paper, the student will type a memo at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.01.02 Type message-reply memo

SPECIFIC OBJECTIVE:
Given a message-reply form, two onionskin or second sheets of paper, and two sheets of carbon paper, the student will type a message-reply memo at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.01.03 Type telegram on plain paper

SPECIFIC OBJECTIVE:
Given a full-size sheet of paper, an onionskin or second sheet of paper, and a sheet of carbon paper, the student will type a telegram on plain paper at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.01.04 Type letter of confirmation

SPECIFIC OBJECTIVE:
Given a letterhead or plain sheet of paper, an onionskin or second sheet of paper, and a sheet of carbon paper, the student will type a letter of confirmation at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in acceptable form with all errors corrected.

2.06.01.05 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a rate of 58 gwam with no more than 5 errors.

2.06 UNIT: SPECIAL APPLICATIONS

2.06.02 MODULE: Letters and Tables on Special-Size Stationery

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type letters and tables on half-size stationery, executive-size stationery, and government-size stationery. Student's knowledge and skill will be evaluated on the basis of a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.06.02.01 Type a letter on half-size stationery

SPECIFIC OBJECTIVE:
Given a half-size sheet of paper, an onionskin or second sheet of paper, and a sheet of carbon paper, the student will type a letter on half-size stationery at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.02 Type a table in reading position on a sheet of half-size paper

SPECIFIC OBJECTIVE:
Given a half-size sheet of paper, an onionskin or second sheet of paper, and a sheet of carbon paper, the student will type a table in reading position at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.03 Type a letter on executive-size stationery

SPECIFIC OBJECTIVE:
Given a sheet of executive-size stationery, a second sheet of paper, and a sheet of carbon paper, the student will type a letter on executive-size stationery at a minimum production rate of 30 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.04 Type a table in reading position on a sheet of executive-size paper

SPECIFIC OBJECTIVE:
Given a sheet of executive-size stationery, a second sheet of paper, and a sheet of carbon paper, the student will type a table in reading position at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.05 Type a letter on government-size stationery

SPECIFIC OBJECTIVE:
Given a sheet of government-size stationery, a second sheet of paper, and a sheet of carbon paper, the student will type a letter at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.06 Type a table in reading position on government-size stationery

SPECIFIC OBJECTIVE:
Given a sheet of government-size stationery, a second sheet of paper, and a sheet of carbon paper, the student will type a table in reading position at a minimum production rate of 20 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.02.07 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a rate of 59 gwam with no more than 5 errors.

2.06 UNIT: SPECIAL APPLICATIONS

2.06.03 MODULE: Reports, Memos, and Letters With Tables

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to type a series of reports, memos, and letters containing tables. Student's knowledge and skill will be evaluated on the basis of a teacher-made test or a test prepared by the publisher of the textbook.

Given necessary supplies, the student will demonstrate the following competencies.

COMPETENCIES:

2.06.03.01 Type a report containing a table

SPECIFIC OBJECTIVE:
Given a full-size sheet of paper, the student will type a top-bound report containing a table at a minimum production rate of 16 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.03.02 Type a memo containing a table

SPECIFIC OBJECTIVE:
Given a memo form, the student will type a memo containing a table at a minimum production rate of 16 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.03.03 Type a letter containing a table

SPECIFIC OBJECTIVE:
Given a letterhead or plain sheet of full-size paper, the student will type a letter containing a table at a minimum production rate of 16 words a minute (N-PRAM) for 30 minutes in an acceptable form with all errors corrected.

2.06.03.04 Type straight-copy paragraph material of average difficulty

SPECIFIC OBJECTIVE:
Given straight-copy paragraph material of average difficulty, the student will type the material for 5 minutes at a rate of 60 gwam with no more than 5 errors.

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.01 IMPROVING BASIC TYPEWRITING SKILLS

MODULE: 2.01.01 Improving Typewriting Techniques

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.01.01.01	Type a letter-response paragraph				
2.01.01.02	Type a word-response paragraph				
2.01.01.03	Type a combination-response paragraph				
2.01.01.04	Type sentences and apply number rules				
2.01.01.05	Type a straight-copy average difficulty paragraph				
2.01.01.06	Type sentences and apply capitalization rules				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.01 IMPROVING BASIC TYPEWRITING SKILLS

MODULE: 2.01.02 Improving Speed and Control

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.01.02.01	Type a letter-response sentence				
2.01.02.02	Type a word-response sentence				
2.01.02.03	Type a combination-response sentence				
2.01.02.04	Type sentences applying punctuation rules of the comma, exclamation mark, and question mark				
2.01.02.05	Type sentences applying punctuation rules of the dash, colon, and hyphen				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.01.02.06	Type sentences applying punctuation rules of the hyphen, parentheses, and underline				
2.01.02.07	Type straight-copy average difficulty paragraph material				
2.01.02.08	Type sentences applying punctuation rules of quotation marks and semicolons				

STUDENT PROFILE - - TYPEWRITING

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last first middle

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CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.01 IMPROVING BASIC TYPEWRITING SKILLS

MODULE: 2.01.03 Improving Skill Transfer

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.01.03.01	Type straight-copy average difficulty paragraph material				
2.01.03.02	Type statistical-copy average difficulty material				
2.01.03.03	Type rough-draft material				
2.01.03.04	Type sentences to demonstrate good typing techniques				
2.01.03.05	Type and punctuate sentences				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.02 PERSONAL/BUSINESS APPLICATIONS

MODULE: 2.02.01 Personal/Business Letters

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.01.01	Type straight-copy paragraph average difficulty material				
2.02.01.02	Type rough-draft average difficulty paragraph material				
2.02.01.03	Type statistical-copy average difficulty paragraph material				
2.02.01.04	Type a rough-draft letter, proofread, and retype from rough draft				
2.02.01.05	Type a letter in correct form from dictation				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.01.06	Type a modified block style letter with indented paragraphs and mixed punctuation (unarranged form)				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.02 PERSONAL/BUSINESS APPLICATIONS

MODULE: 2.02.02 Business Letters

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.02.01	Type straight-copy average difficulty paragraph material				
2.02.02.02	Type a rough-draft letter, proofread, and retype from rough-draft copy (arranged copy)				
2.02.02.03	Type a rough-draft letter, proofread, and retype from rough draft (unarranged copy, longhand corrections)				
2.02.02.04	Type material in theme form				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.02.05	Type material centered on half sheet				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.02 PERSONAL/BUSINESS APPLICATIONS

MODULE: 2.02.03 Tabulation

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.03.01	Type straight-copy average difficulty paragraph material				
2.02.03.02	Type a summary of tabulation rules in manuscript form				
2.02.03.03	Compose short sentences in answer to tabulation questions at the typewriter				
2.02.03.04	Type 3-column and 4-column tables with heading, centered vertically and horizontally				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.03.05	Type a 3-column table with primary and columnar headings				
2.02.03.06	Type a 3-column table with primary, secondary, and columnar headings; double underline; and footnote				
2.02.03.07	Type a 2-column table with primary, secondary, and columnar headings; leaders; indentions; and footnote				
2.02.03.08	Type a 5-column and a 7-column boxed table with primary, secondary, and columnar headings				
2.02.03.09	Type tabulated material on an acceptable production level				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

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CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.02 PERSONAL/BUSINESS APPLICATIONS

MODULE: 2.02.04 Manuscripts/Reports

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.04.01	Type straight-copy average difficulty paragraph material				
2.02.04.02	Type statistical rough-draft average difficulty paragraph material				
2.02.04.03	Type an unbound manuscript without footnotes				
2.02.04.04	Type an unbound manuscript from rough draft				
2.02.04.05	Type a 1-page, leftbound manuscript with footnotes				

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COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.02.04.06	Type a leftbound manuscript of more than 1 page with footnotes and bibliography				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.03 OFFICE PRODUCTION SKILLS

MODULE: 2.03.01 Special Office Applications

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.03.01.01	Type average difficulty straight-copy paragraph material				
2.03.01.02	Type average difficulty statistical rough-draft paragraph material				
2.03.01.03	Type an invoice				
2.03.01.04	Type envelope addresses				
2.03.01.05	Type and correct paragraph copy				
2.03.01.06	Squeeze letters when typing				
2.03.01.07	Centering, aligning, and fill-ins				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.03.01.08	Type postal cards				
2.03.01.09	Type index cards				
2.03.01.10	Type large envelopes				
2.03.01.11	Type an interoffice memorandum				
2.03.01.12	Type voucher check				
2.03.01.13	Justify the right margin				
2.03.01.14	Type a 2-page letter using special business letter variations				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.03 OFFICE PRODUCTION SKILLS

MODULE: 2.03.02 Letters/Reports/Tables

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.03.02.01	Type average difficulty straight-copy paragraph material				
2.03.02.02	Type average difficulty statistical rough-draft paragraph material				
2.03.02.03	Type business letters reviewing the different styles and punctuation				
2.03.02.04	Type a variety of tabulation problems				

COMPETENCY NUMBER	COMPETENCY TITLF	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.03.02.05	Type a 3-page letter with title line, tabulation, enumerated items, company name, and copy notation				
2.03.02.06	Type an itinerary				

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STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.04 LETTER PRODUCTION

MODULE: 2.04.01 Business Letters

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.04.01.01	Type average difficulty straight-copy paragraph material				
2.04.01.02	Type a block style letter with open punctuation				
2.04.01.03	Type a modified block style letter with mixed punctuation				
2.04.01.04	Type a modified block style letter with indented paragraphs and mixed punctuation				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.04.01.05	Assemble a carbon pack and erase errors on carbon copies				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.04 LETTER PRODUCTION

MODULE: 2.04.02 Business Letters With Special Features

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COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.04.02.01	Type average difficulty straight-copy paragraph material				
2.04.02.02	Type an AMS simplified style letter				
2.04.02.03	Type an inverted paragraph style letter				
2.04.02.04	Type a letter with side headings				
2.04.02.05	Type a letter in any correct style using the following notations: airmail, enclosure, carbon copy to two people, and postscript				

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

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UNIT: 2.05 TABLE/BUSINESS FORM/REPORT PRODUCTION

MODULE: 2.05.01 Arranging/Typing Tables

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.05.01.01	Type straight-copy paragraph material				
2.05.01.02	Type table with columnar headings				
2.05.01.03	Type boxed table with columnar headings				
2.05.01.04	Type table with grouped data and notes				
2.05.01.05	Type table with grouped data and leaders				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.05 TABLE/BUSINESS FORM/REPORT PRODUCTION

MODULE: 2.05.02 Selected Business Forms

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.05.02.01	Type straight-copy paragraph material				
2.05.02.02	Type purchase order				
2.05.02.03	Type bill of lading				
2.05.02.04	Type invoice				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.05 TABLE/BUSINESS FORM/REPORT PRODUCTION

MODULE: 2.05.03 Business Reports

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.05.03.01	Type straight-copy paragraph material				
2.05.03.02	Type outline				
2.05.03.03	Type unbound report				
2.05.03.04	Type top-bound report				
2.05.03.05	Type title page				
2.05.03.06	Type table of contents				
2.05.03.07	Type statement of earnings				
2.05.03.08	Type income statement				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.05 TABLE/BUSINESS FORM/REPORT PRODUCTION

MODULE: 2.05.04 Reproduction Typing

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.05.04.01	Type straight-copy paragraph material				
2.05.04.02	Type statistical paragraph copy or material				
2.05.04.03	Type unbound manuscript on stencil and run copies on mimeograph machine				
2.05.04.04	Type form letter on stencil and run copies on mimeograph machine				
2.05.04.05	Type fill-ins on form letters				
2.05.04.06	Type leftbound manuscript on spirit master and run copies on duplicating machine				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.05.04.07	Type itinerary on spirit master and run copies on duplicating machine				
2.05.04.08	Type top-bound manuscript and run copies on photocopier				
2.05.04.09	Type agenda and run copies on photocopier				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.06 SPECIAL APPLICATIONS

MODULE: 2.06.01 Special Business Communications

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.06.01.01	Type interoffice correspondence (memo)				
2.06.01.02	Type message-reply memo				
2.06.01.03	Type telegram on plain paper				
2.06.01.04	Type letter of confirmation				
2.06.01.05	Type straight-copy paragraph material of average difficulty				

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STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 2.06 SPECIAL APPLICATIONS

MODULE: 2.06.02 Letters and Tables on Special-Size Stationery

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.06.02.01	Type a letter on half-size stationery				
2.06.02.02	Type a table in reading position on sheet of half-size paper				
2.06.02.03	Type a letter on executive-size stationery				
2.06.02.04	Type a table in reading position on a sheet of executive-size paper				
2.06.02.05	Type a letter on government-size stationery				
2.06.02.06	Type a table in reading position on government-size stationery				

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.06.02.07	Type straight-copy paragraph material of average difficulty				

STUDENT PROFILE - - TYPEWRITING

STUDENT'S NAME_____ BIRTH DATE_____ S.S. #_____
last first middle

ADDRESS_____ CITY_____ STATE_____ ZIP CODE_____

SCHOOL_____ ADDRESS_____ DISTRICT_____ COUNTY_____

CITY_____ STATE_____ ZIP CODE_____

UNIT: 2.06 SPECIAL APPLICATIONS

MODULE: 2.06.03 Reports, Memos, and Letters With Tables

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
2.06.03.01	Type a report containing a table				
2.06.03.02	Type a memo containing a table				
2.06.03.03	Type a letter containing a table				
2.06.03.04	Type straight-copy paragraph material of average difficulty				